

City of Quincy Retirement Board

RFP – Auditing Services

The Quincy Retirement Board (Board) is issuing this Request for Proposals (RFP) seeking special forensic audit services by an independent Certified Public Accounting (CPA) firm. The selected firm will conduct a forensic audit of the retirement system's financial statements, protocols, practices and procedures. The auditor shall perform such forensic accounting procedures as necessary to identify, quantify and ameliorate any and all irregular contracting, purchasing, procurement, inventory, standard operation procedures, policies, regulations, and/or other financial activity past and present relating to the System's financial and investment statements and will present an opinion as to whether the financial and investment statements and schedules are in conformity with generally accepted accounting principles, practices and procedures. In addition, the selected firm will perform other testing on specific areas of retirement system operations as described in this RFP and will issue a report as to whether work performed in these areas are in conformity to the rules and regulations of the Public Employee Retirement Administration Commission ("PERAC") and all relevant best practices.

Proposed Time-Line: The current schedule for this procurement is as follows:

- **11/2/21 / 12:00 p.m.** – Issuance of the RFP
- **11/5/21 / 12:00 p.m.** – Deadline for Questions
- 11/5/21 / Deadline for Issuing Responses to Questions
- **11/8/21 / 4:00 p.m. – Deadline for Submission of Proposals**
- **11/10/21 /10:00 a.m.** – Opening of Technical Proposals
- **11/15/21** – Board Evaluation of Proposals – Tentative Vote to Award

Please contact Brad Croall (bcroall@quincyma.gov) or Brigid Gaughan (bgaughan@quincyma.gov) for those interested in completing the RFP.